PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	17/12/2020	Prepared by:	T.D. Murthy
PO/WO no.	71373	PO / WO Date.	22/09/2020
Supplier Name	Summit Sales LLP	PO/WO amount	Rs. 19,398/-
Firm/Company	Modi Properties PVT LTD	Project	Head Office
Sl. No.	Bill No.	Bill Date	Bill amount
1.	14722	10/12/2020	Rs. 19,398/-
2.	-	-	-
3.	-	-	-
4.			-
Amount A – Bills total(Excluding Transport & Hamali Charges):			Rs. 19,398/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	2671	22/09/2020	-	☑ Yes □ No
2.	-	-	-	□ Yes □ No
3.	-	-	-	□ Yes □ No
4.	-	-	-	□ Yes □ No

Amount B –Other Credits :	-
Amount C –Other Debits :_	-
Amount D (D=A+B-C) – Amount to be credited to the supplier:	Rs. 19,398/-
Amount E – PO / WO value:	Rs. 19,398/-
Amount F – Difference (A – E):	-
Quantity received as per PO /WO	☑ Yes □ Excess received □ Short received □ Other (explained below)
Is difference between PO / Bill acceptable?	☑ Yes □ No (explained below)
Excess / short material received	☑ Approved – within acceptable limits □ No (explained below)
Close PO / W?O	☑ Yes □ No – wait for balance material □ No (explained below)
Advance paid / PDC given (deduct when paying)	□ Yes – Rs.______/- ☑ No
Payment – due date	**19/12/2020**
Remarks:_	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			APPROVED 17 DEC 2020 MINISH PARIKH MANAGER PROCUREMENT				
Date	18/12/20	18/12					

Notes: 1. In case amount to be credited to supplier and the bills total does not match prepare JV for debit or credit. 2. Attach additional sheets if quantity of bills or DCs is more than the space provided. Clearly mark the space provided with 'see attachment'. 3. Purchase Officer can approve Pos/Wos upto Rs. 5,000/-, Purchase Manager and Procurement Manager to approve all bills from 5,000/- to 1,00,000/- . 4. Attach JV, Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A, exclude transport, Hamali charges, etc and instead include in Amount B. 6. To be approved by accounts manager if bill value exceeds Rs. 10,000/- 7. MD to approve all bills above 1,00,000/-

TAX INVOICE

Summit Sales LLP

#5-4-187/3 & 4, II Floor, Soham Mansion, M.G.Road, Secunderabad - 500003

Email: purchase@modiproperties.com

ORIGINAL INVOICE

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details	Invoice No.	14722
Modi Properties Pvt. Ltd.	Invoice Date.	10-12-2020
HEAD OFFICE,5-4-187/3&4,M.G ROAD SEC'BAD	PO No.	71373
	PO Date.	22-09-2020
	Req ID	60033
GSTIN : 36AABCM4761E1ZM	Req Date	19-09-2020
	Loc Req No	16505

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7555 - Stationery - other - Paper - A4 - bundles	4810	50	230.00	11,500.00	12	1,380.00
2	7554 - Stationery - other - Paper - A3 - bundles		5	390.00	1,950.00	12	234.00
3	7525 - Stationery - other - Executive Bond Paper -		5	404.00	2,020.00	12	242.40
4	7507 - Stationery - other - Box file - Big - nos		50	37.00	1,850.00	12	222.00
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No: 72168 Date: 14/12 Sign: Neha

IGST	CGST	SGST	Total Taxable Amount	17,320.00		2,078.40
	1,039.20	1,039.20	Total Invoice Amount	19,398.40		

Rupees : Ninteen Thousand Three Hundred Ninty Eight and Paise Fourty Only.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

DELIVERY CHALLAN

SUMMIT SALES LLP

5-4-187/3 & 4 II Floor, M.G. Road, secunderabad - 500 003.
Tel : 040 - 6633 5551

M/s MPPL

Site: Head office Scendrabad

DC No. : 2671
Date : 22/9/20
Vehicle No. : TS10UA0143
P.O. / W.O. No. : Req- 16505/16502
P.O. / W.O. Date :

Sl. No.	PARTICULARS	Quantity
1	A4 Paper bundle	50 bundle
2	A3 Paper bundle	05 (')
3	Executive bond Paper	05 (')
4	Box Files (Big)	50 Nos
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6		
7		
8		
9		
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18	Sendig to HO [illegible]	
19		
20		

GSTIN :

Received the above materials in good condition.

Received by Ch. Krishna

Stamp:

Date :

For SUMMIT SALES LLP

Authorised Signatory

Company Name	Modi Properties Pvt.Ltd				
Site & Phase	Head Office			Requisition No.	16505
Date	22-09-20	Time	11:00 AM		60033
Supplier					
Material required before				Time:	

Sl. No.	Description	SIZE	QTY	UNITS
1.	A4 Paper Bundle	std	50	Bundle
2	A3 Paper Bundle	std	05	Bundle
3	Executive Bond paper	std	05	Bundle
4	Box files (Big)	std	50	Nos

P.O. 71373

APPROVED
11 NOV 2020
MINISH PARIKH
MANAGER PROCUREMENT

Remarks:			
		ID. No:	
Prepared By:	Iqra	Approved By:	
Sign. & Date:	22-09-2020	Sign. & Date:	

Purchase Order

71373
10.10.20 12:35:31

 10-11-2020 17:36:35

From Company : **Modi Properties Pvt.Ltd.**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AABCM4761E1ZM

Supplier Details			
Summit Sales LLP	**Doc No**	71373	16505
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	22-09-2020	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	22-09-2020	
040-66335551 9618244433	**SupplyType**	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7555 - Stationery - other - Paper - A4 - bundles	50.00	230.00	0.00	12.00	12,880.00
2	7554 - Stationery - other - Paper - A3 - bundles	5.00	390.00	0.00	12.00	2,184.00
3	7525 - Stationery - other - Executive Bond Paper - NA - bundles	5.00	404.00	0.00	12.00	2,262.40
4	7507 - Stationery - other - Box file - Big - nos	50.00	37.00	0.00	12.00	2,072.00
					Total Order Value . . .	**19,398.40**

Rupees : Ninteen Thousand Three Hundred Ninty Eight and Paise Fourty Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next Working Day.
Delivery Location	Head Office 5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
Penality For Delay	Nil
Transportation Cost	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Above order for site use purpose.
Completion Date	NA
Measurment	NA
Security	Nil
Remarks	

For ***Modi Properties Pvt.Ltd.***

Authorised Signatory

11/11/2020

Name : ____________________

Contact

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________________

Date : __/__/____

DELIVERY CHALLAN

SUMMIT SALES LLP

5-4-187/3 & 4 II Floor, M.G. Road, secunderabad - 500 003.
Tel : 040 - 6633 5551

M/s MPPL

Site: Head office Scendrabad

DC No.	: 2671
Date	: 22/9/20
Vehicle No.	: TS10UA0143
P.O. / W.O. No	Leg-16505/16502
P.O. / W.O. Date :	

Sl. No.	PARTICULARS	Quantity
1	A4 Paper bundle	50 bundle
2	A3 Paper bundle	05 (")
3	Executive bond Paper	05 (")
4	Box Files (Big)	50 Nos
5		
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INWARD
Inward No: 498 Dt: 22/09/20
MRN No: Dt:
Received By: Sign:
MODI PROPERTIES

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD No. 41423
Date 23/9
Sign

NEW

GSTIN :

Received the above materials in good condition.

Received by : Ch. Krishna

Stamp

Date :

For SUMMIT SALES LLP

Authorised Signatory

1to

Executive Bond Paper Booklet - 5 Nos

Received by

Balwant

12/9/2020.